

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING**

May 21, 2019

In the absence of President Adams, Vice-President Gray called the Regular Meeting of the Detroit Library Commission to order at 1:59 p.m. President Adams joined the meeting at 2:15 p.m. and assumed chairing the meeting.

Present: President Adams, Commissioners Bellant, Friley, Gray Jackson

Administrative staff: Mondowney, Bruni, Ibegbu, Norfolk, Powell, Simmons, Williams

Excused: Commissioners Inniss-Edwards, Taylor (Ex-Officio)

Present Also: Cheryl Blessett, Stacy Brooks, Lurine Carter Enid Clark, Deborah Dorsey, Sean Everett, D'Andre Herron, Carolyn Mosley, Yvette Rice, Derick Suppon, Viola Taylor, Angela Valquez, Brian Vance, Jacqueline Williams, Karlyta Williams

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of April 16, 2019 were approved as presented.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE EXECUTIVE DIRECTOR**Summer Reading**

Mrs. Mondowney reported that "A Universe of Stories" is the theme for the 2019 Summer Reading Program. The Citywide Summer Reading Kick-Off will be held on Saturday, June 22, Noon – 3 p.m., at Main Library.

Minutes were approved at the June 18, 2019 Commission Meeting

Special highlights of Summer Reading at several libraries will include the “Meet Up and Eat Up” lunch program and the “Park & Read” program, a one-day visit to a Michigan State Park: Belle Isle, Island Lake or Maybury. Details about all Summer Reading programs are available on the DPL website, detroitpubliclibrary.org.

Midtown Plaza Project

Mrs. Mondowney reported that Main Library is currently hosting the three finalist design concept models for the proposed Midtown Plaza Project. The models represent ideas for an urban and landscape design strategy and connection framework for the twelve institutions located in the Cultural Center that include the Detroit Institute of Arts, the Charles Wright Museum, Detroit Historical Museum and Main Library. The firms are Agence Ter (Paris, France), Mikyoung Kim Design (Boston, Massachusetts) and Ten x Ten (Minneapolis, Minnesota). A final selection is scheduled to be announced at Main Library on Monday, June 10, 2019.

Musical Instruments & DPSCD

Mrs. Mondowney reported that DPL branches and Main Library will serve as collection points for gently used musical instruments donated to the Detroit Public Schools Community District. The school district is rebuilding its music programs by developing bands, orchestras and jazz bands in all high schools. DPSCD will advertise DPL locations as instrument drop off points and will collect the instruments from library locations during the summer.

Spanish Language Movies

Mrs. Mondowney reported that for the second year, classic movies in Spanish for families were shown at the Campbell Branch Library on Saturday from January – April. The movies, which are not generally available in the U.S., have been recently restored and have had English sub-titles added. During the 15-week series, 350 people viewed the movies that were provided to the Campbell Branch by the Mexican Consulate.

Princess & Prince Tea Party

Mrs. Mondowney reported that “Tea and Books: Two of Life’s finest Pleasures,” is the theme of the 2019 Princess and Prince Annual Tea Party, which will be held at noon, on Saturday, June 1, 2019, at Main Library. The party includes stories, magic, free books, and games.

Branch Activities

Mrs. Mondowney reported that the Bowen, Campbell, Chaney, Douglass, Duffield and Knapp branches will provide opportunities for children to create a special Father’s Day craft, June 11-14, 2019.

Minutes were approved at the June 18, 2019 Commission Meeting

The University of Detroit Mercy Titans for Teeth Mobile will visit the Knapp Branch to provide free dental services for children ages 4-15, June 17 – 20, 2019. The 38-foot mobile dental coach, provides dental services at schools and other locations. Appointments are made by contacting the Knapp Branch.

Tax Program

Mrs. Mondowney reported that the Accounting Aid Society's Free Tax Preparation program at Main Library's Business, Science and Technology Department ended on April 13, 2019. Approximately 800 clients were served by Accounting Aid Society volunteers in an appointment-only format. Prior to this year, clients were served on a walk-in basis, necessitating that clients arrive hours early to ensure a tax preparation slot. With this new format, clients were given a time slot and served in under an hour.

Wayne County

Mrs. Mondowney reported that DPL received two payments from Wayne County for delinquent property taxes: on April 15, 2019, a payment of \$192,994.92, and on May 13, 2019, a payment of \$104,521.01.

COMMITTEE ON ADMINISTRATION

Approval of the Calendar of Library Closings and Schedule Changes

The Human Resources Department is requesting approval of the annual Calendar of Library Closings and Scheduled Changes. The calendar has been reviewed and accepted by the Executive Director, the Director of Public Services, the Director of Human Resources and the Assistant Director of Main and Technical Services.

The calendar begins July 1, 2019 and concludes on June 30, 2020.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES 2019 - 2020

July 4, 2019 (Thursday)	Independence Day
August 31, 2019 (Saturday)	Labor Day Designated Hours Public Service Agencies)
September 2, 2019 (Monday) *	Labor Day (Branches & Support Agencies)
October 2, 2019 (Wednesday)	Staff Day
October 6, 2019 (Sunday)	Sunday Hours resume at Main, Redford, Wilder

Minutes were approved at the June 18, 2019 Commission Meeting

November 9, 2019 (Saturday)	Veterans Day Designated Holiday (Main Public Service)
November 11, 2019 (Monday)	Veterans Day Holiday (Support Agencies & Branches)
November 28, 2019 (Thursday)	Thanksgiving
November 29, 2019 (Friday)	Day After Thanksgiving (Main & Support Agencies)
November 30, 2019 (Saturday)	Day After Thanksgiving Designated Holiday (Branches)
December 22, 2019 (Sunday)	No Sunday Service
December 24, 2019 (Tuesday)	Christmas Eve
December 25, 2019 (Wednesday)	Christmas Day
December 31, 2019 (Tuesday)	New Year's Eve
January 1, 2020 (Wednesday)	New Year's Day
January 18, 2020 (Saturday)	Martin Luther King Jr. Day Designated Holiday (Main Public Service Agencies)
January 20, 2020 (Monday)	Martin Luther King Jr. Day (Branches & Support Agencies)
February 15, 2020 (Saturday)	Presidents' Day Designated Holiday (Main Public Service Agencies)
February 17, 2020 (Monday)	Presidents' Day (Branches & Support Agencies)
April 10, 2020 (Friday)	Good Friday (Main & Support Agencies)
April 11, 2020 (Saturday)	Good Friday Designated Holiday (Branches)
April 12, 2020 (Sunday)	No Sunday Service
May 23, 2020 (Saturday) **	Memorial Day Designated Holiday (Main Public Service Agencies)
May 24, 2020 (Sunday)	No Sunday Service
May 25, 2020 (Monday)	Memorial Day (Branches & Support (Agencies)
* September 6-7, 2019 (Friday – Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
** May 22-23, 2020 (Friday – Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

Approval is requested to accept the 2019/2020 Calendar of Library Closings and Schedule Changes.

Minutes were approved at the June 18, 2019 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved approval. Commissioner Bellant supported. The motion passed unanimously

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2019 through April 30, 2019. These actions have been approved by Administration.

APPOINTMENTS (9)

Employee Name	Title	Hire date
Catherine Sossi	Librarian I	April 8, 2019
Faren Watson	Librarian I	April 8, 2019
Zaima Chowdhury	Customer Service Representative	April 8, 2019
Diamond Studstill	Customer Service Representative	April 8, 2019
LaSandra Nelson	Customer Service Representative	April 8, 2019
Eric Malone	Customer Service Representative	April 8, 2019
Joshua Harris	Customer Service Representative	April 8, 2019
Virgil Walters	Customer Service Representative	April 8, 2019
Lorraine Robinson	Customer Service Representative	April 8, 2019

RETIREMENTS (0)**SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = (0)****POTENTIAL RETIREMENTS (2) Pending COD Approval**

Employee Name	Title	Last Day of Work
Julianne Fornell	Librarian III Assistant Manager	June 1, 2019
Rex Dotson	Librarian III	July 12, 2019

SEPARATIONS (0)

Minutes were approved at the June 18, 2019 Commission Meeting

EMPLOYEE HEADCOUNT

Headcount	April 2019	Headcount	April 2018
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	312	Active Employees =	306
Vacant Positions =	13	Vacant Positions =	19

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	20	5
Librarian III	29	28	1
Librarian I & II	24	23	1
Pre-Professional Assistant	3	2	1
Facilities	17	16	1
Customer Service Representative	91	87	4
Total			13

Only Position Titles with vacancies are listed.

Approval is requested to accept the Human Resources Report as presented.

COMMISSION ACTION

Commissioner Jackson moved approval. Commissioner Bellant supported. The motion passed unanimously

COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE**Approval to Install a Mini-Split Ductless HVAC System at Bowen Branch Library**

The Facilities Department is seeking approval of a contract to provide labor, materials and equipment for the installation of a Mini-Split Ductless HVAC system at Bowen Branch Library, located at 3648 W. Vernor Avenue, Detroit, MI 48216.

Minutes were approved at the June 18, 2019 Commission Meeting

The high temperatures during the summer months cause health and safety issues at the Bowen Branch forcing it to close on extremely warm days. The proposed HVAC system would provide cooling to the branch and allow it to remain open on the warmer summer days.

An Invitation for Bid (IFB), IFB-CL-1917, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on March 1, 2019. The solicitation period was from March 1, 2019 until bid closing at 2:00 p.m. on March 27, 2019, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by twenty-three (23) contractors. Nine (9) contractors attended the mandatory site visit and four (4) companies submitted bids on the project, as follows:

A/C Building Systems, Inc. 47448 Pontiac Trail, Suite 333 Wixom, MI 48393	\$68,000
Alpha Mechanical Service Group 33200 Schoolcraft Livonia, MI 48150	\$73,400
Temperature Services, Inc. 36769 Schoolcraft Livonia, MI 48150	\$79,888
Allied Building Services 1801 Howard Detroit, MI 48216	\$93,000

The Facilities Department reviewed all of the bids submitted. The bid from A/C Building Systems Inc. of Wixom, MI, in the amount of \$68,000 was rejected because the company failed to provide a detailed price breakdown and the exhaust cut sheets and CFM exhaust performance curve, as required by the IFB. The missing details were critical to determining the company's ability to meet the requirements of this project. The Facilities Department recommends Alpha Mechanical, Inc., the second lowest, acceptable bidder, qualified to complete this project.

Therefore, the Procurement Department is recommending approval to contract with Alpha Mechanical, Inc. for an amount not to exceed \$73,400.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Friley supported. The motion passed unanimously

Minutes were approved at the June 18, 2019 Commission Meeting

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

Summary of Expenditures

PUBLIC FUNDS

PAYMENTS PROCESSED BY THE CITY OF DETROIT

1

Total Payroll

April 2019

\$1,272,413.10

2

Total Vouchers – Processed on FUSION

595 to 647

\$299,807.49

3

FY 2019 Benefits Plan

\$0.00

4

FY 2019 General Retirement System (GRS)

\$0.00

5

FY 2019 Central Staffing Services

FY19 3rd Qtr.

\$304,214.50

6

FY 2019 Hybrid Pension Plan

FY19 3rd Qtr.

\$137,137.03

Total Processed by City of Detroit

\$2,013,572.12

PAYMENTS PROCESSED BY DPL

1.

Public Funds/Comerica Checking

Check 1317

\$3,250.00

2.

Branch & Main Library Deposit Checking Account

Checks 6517-6615

\$41,295.62

Total Processed by DPL

\$44,545.62

GRAND TOTAL

\$2,058,117.74

Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

1.

Burton Endowment Checking

Checks NONE

\$0.00

2.

O'Brien Checking

Checks 4715-4722

\$5,691.37

3.

Programs & Gifts

Checks 2709-2727

\$48,834.60

GRAND TOTAL

\$54,525.97

CREDIT CARD EXPENDITURES

1.

Executive Director

\$29.90

2.

Executive Director's Office – used for general office purpose

\$0.00

3.

Chief Financial Officer

\$148.00

4.

Human Resources Department

\$76.35

5.

Marketing Department

\$1,015.08

6.

Technical Services

\$3,723.39

7.

Facilities Department

\$6,755.39

8.

Information Technology

\$234.91

9.

Purchasing

\$276.95

10.

Security

\$101.43

11.

Public Services

\$5,867.00

GRAND TOTAL

\$18,228.40

Note: These are February 2019 Credit Card Purchases

Minutes were approved at the June 18, 2019 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved approval to accept the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 2:25 p.m.